

TOWN OF NEEDHAM

NON-REPRESENTED MERIT POLICY #503

1. PURPOSE AND SCOPE

The purpose of this policy is to outline the procedures used for nominating employees for Merit Steps, Merit Bonuses and Merit Raises in accordance with Section 9.11.16 of the Consolidated Personnel By-law.

2. APPLICABILITY

This policy applies to all non-represented employees in Town Service whose employment is full-time or permanent part-time, exclusive of those employees under the supervision and control of the School Committee.

3. DEFINITIONS

Refer to the Glossary of terms in the Personnel Policy manual for commonly used words and phrases.

4. POLICY

The Consolidated Personnel By-law, 1995 compilation allows for three types of Merit awards as follows:

Merit Step Increase: The Personnel Board may grant an additional step or steps at the conclusion of the probationary period or at the time of the annual performance review if the employee has demonstrated exceptional performance.

Merit Bonus: The Personnel Board may grant a one time Merit Bonus in an amount not to exceed \$1,800 per fiscal year if the employee has demonstrated exceptional performance.

Merit Raise: The Personnel Board may grant a Merit Increase to an employee who has been at the maximum step-in-grade for at least one year in an amount not to exceed three percent in any one year, or ten percent over the duration of employment, if the employee has demonstrated exceptional performance. The Merit Raise is permanently added to the employee's base pay.

5. PROCEDURES

A. Merit Step Program

1. The Personnel Board will evaluate requests based on its definition of "exceptional performance" including how the employee met his/her stated objectives during the preceding year; how the employee assisted other departments or employees in meeting their objectives; how the employee improved customer service to the

TOWN OF NEEDHAM

NON-REPRESENTED MERIT POLICY #503

Town of Needham; and how the employee's service to the Town of Needham over the past year was extraordinary in nature.

2. The Personnel Board will evaluate requests for step increases at the conclusion of the probationary period based upon how the employee met and/or exceeded the department's expectations.
3. Merit Steps will be considered quarterly according to a schedule promulgated by the Personnel Board. Appointing authorities/department heads who wish to nominate employees for a Merit Step or steps must submit those nominations in accordance with the established schedule.
4. The Merit Step Award Form must be completed in its entirety, signed by the appointing authority/department head, and be submitted to the Personnel Department, along with the most recent performance evaluation, by the appropriate deadline in order to be considered. The Personnel Board reserves the right to request additional information after the nomination is reviewed.

B. Merit Bonus Program

1. The Personnel Board will evaluate requests based on its definition of "exceptional performance" including how the employee met his/her stated objectives during the preceding year; how the employee assisted other departments or employees in meeting their objectives; how the employee improved customer service to the Town of Needham; and how the employee, or group of employees, successfully achieved a one-time goal or completed a major project or task which greatly enhanced the Town's operational ability or enhanced services to its customers.
2. Merit Bonuses will be considered quarterly, according to a schedule promulgated by the Personnel Board.
3. Appointing authorities/department heads who wish to nominate an employee or a group of employees for a Merit Bonus must submit those nominations according to the schedule.
4. The Merit Bonus Award Form must be completed in its entirety, signed by the appointing authority/department head, and be submitted to the Personnel Department by the appropriate deadline in order to be considered. The Personnel Board reserves the right to request additional information after the nomination is reviewed.
5. The Merit Bonus Award Form may include the dollar amount of the bonus requested. If the award form is submitted for a group of employees, the form may include the specific dollar amount of the bonus to be granted to each member of the group (not to exceed \$1,800 in total).

TOWN OF NEEDHAM
NON-REPRESENTED MERIT POLICY #503

C. Merit Raise Program

1. The Personnel Board will evaluate Merit Raise requests based on factors such as how the employee met his/her stated objectives during the preceding year; how the employee assisted other departments or employees in meeting their objectives; how the employee improved customer service to the Town of Needham; and how the employee's service to the Town of Needham is extraordinary in nature.
2. Merit Raises will be considered quarterly, according to a schedule promulgated by the Personnel Board.
3. Appointing authorities or department managers may nominate an employee for a Merit Raise by completing and signing the Merit Step/Raise Award Form and submitting it to the Personnel Department along with the employee's most recent performance evaluation.
4. The Merit Step/Raise Award Form must include the specific amount of the raise to be requested, not to exceed 3% in any one year.
5. Merit Raises shall only be granted to employees who have been at the maximum step-in-grade for at least one year.
6. No employee shall be granted a Merit Raise in excess of 10% of the maximum step of the grade over the duration of his/her employment with the Town.

Effective August 15, 1995

TOWN OF NEEDHAM

NON-REPRESENTED MERIT POLICY #503

Town of Needham
Personnel Board

Definition of Exceptional Performance and Instructions for Completing the Merit Request Form
September, 1994

1. **Basic Job Requirements.** Explain how the employee performed the basic requirements of the position and how he/she met specific objectives.

NOTE: The performance evaluation that you attach to the Merit Request form may substitute for this section if the evaluation is both recent (within two months) and written in narrative form.

If a recent performance review is not available please use this space to state the most important aspects of the employee's position and how this employee was successful in performing the basic requirements of the position. Included in this discussion should be examples of: the employee's job knowledge; the quality and quantity of the work produced by this individual; the employee's over dependability and judgment; the individual's interpersonal and communication skills; and the employee's supervisory skills, if applicable.

This section should also include a description of specific objectives that were discussed and agreed upon with the employee at the beginning of the review period. Please discuss how the employee met these objectives and provide examples of specific assignments completed, programs implemented or systems that were instituted by the employee. Please also describe how deadlines were met by the employee and, most importantly, what efficiencies were achieved, what benefits were derived, and what revenue or budget impacts resulted from the employee's actions or efforts.

2. **Teamwork/Customer Service.** Describe the employee's demonstrated initiative in helping other departments or employees in meeting their responsibilities, and indicate efforts undertaken to improve services to the citizens of Needham.

This section should contain specific examples of working relationships that exist between the employee's department and other work groups and departments, and/or an outline of specific projects that have been undertaken jointly with other departments and the benefits provided to the Town of Needham.

Please describe any team projects in which the employee has participated and outline the individual's specific role, taking care to highlight specific initiatives or leadership roles undertaken by the employee.

Please also highlight any feedback that was received about the employee from peers, other department managers or Town residents. If there are specific processes in places to measure the impact of initiatives undertaken by the employee and the department (especially as it relates to customer service) please elaborate on these measures here.

TOWN OF NEEDHAM
NON-REPRESENTED MERIT POLICY #503

3. **Extraordinary Service.** Describe the nature of the employee's extraordinary service over the past year or the importance of the successful completion of the project.

Describe here what characteristics differentiate this employee from his or her peers and what specifically made this employee's performance exceptional. Please provide examples of objectives this employee attained this year and why these were especially difficult or challenging. Describe successful and important projects that were undertaken and completed by the individual that were above and beyond the usual role and scope of the employee's position. This section might include a description of the attitude of the employee, the hours contributed and the sacrifices made by the individual to complete the project. Please also describe the ways in which this employee sought out new challenges, took on new responsibilities, or made time for continuing education efforts.

**TOWN OF NEEDHAM
NON-REPRESENTED MERIT POLICY #503**

**Town Of Needham
Merit Step and Merit Raise
Nomination Form**

Name:	
Department:	
Title:	
Date of Hire:	
Step Date:	
Current Grade/Step:	
Proposed Grade/Step:	
Amount of Merit Raise:	% _____
Dollar Amount of Increase:	\$ _____
Do funds exist in the Department Budget to cover this request? Yes _____ No _____	

Signature of Appointing Authority

Date

Signature of Department Manager

Date

A copy of the employee's two most recent Performance Evaluation Forms must be attached to this form.

TOWN OF NEEDHAM
NON-REPRESENTED MERIT POLICY #503

1. Basic Job Requirements and Duties. Explain how the employee performed the basic requirements of the position, and how he/she met specific objectives.

(NO MORE THAN ONE PAGE)

2. Team Work/Customer Service. Describe the employee's demonstrated initiative in helping other departments or employees in meeting their responsibilities, and indicate efforts undertaken to improve service to the citizens of Needham.

(NO MORE THAN ONE PAGE)

3. Extraordinary Service. Please describe the importance of the successful completion of the project.

(NO MORE THAN ONE PAGE)

**TOWN OF NEEDHAM
NON-REPRESENTED MERIT POLICY #503**

**Town Of Needham
Merit Bonus Nomination Form**

Name:	
Department:	
Title:	
Date of Hire:	
Current Grade/Step:	
Amount of Merit Bonus Requested:	\$
Do funds exist in the Department Budget to cover this request? Yes No 	

Signature of Appointing Authority

Date

Signature of Department Manager

Date

A copy of the employee's two most recent Performance Evaluation Forms must be attached to this form.

TOWN OF NEEDHAM
NON-REPRESENTED MERIT POLICY #503

1. Basic Job Requirements and Duties. Explain how the employee performed the basic requirements of the position, and how he/she met specific objectives.

(NO MORE THAN ONE PAGE)

2. Team Work/Customer Service. Describe the employee's demonstrated initiative in helping other departments or employees in meeting their responsibilities, and indicate efforts undertaken to improve service to the citizens of Needham.

(NO MORE THAN ONE PAGE)

3. Extraordinary Service. Describe the nature of the employee's extraordinary service over the past year.

(NO MORE THAN ONE PAGE)